



# CONTRACTOR HSE HANDBOOK: HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS FOR VECTOR'S CONTRACTORS

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# SIMON'S MESSAGE

## VECTOR IS CREATING A NEW ENERGY FUTURE – AND WE NEED YOUR SUPPORT

Our health, safety and environment goal is for all of our people, including our contractor partners, to return home safe and well every day and for the surroundings we work in to be looked after. Everyone has a part to play in making this happen.

Our values, *Inquisitive*, *Passionate*, *Here to Win*, and *Resilient* are the foundations to the way we work at Vector, and this extends to our contractors. When carrying out your work for us, we want you to think about the following:



Be **inquisitive** – look for ways to deliver projects to a high standard while always working safely and considering any impact on the environment. Ask questions if you are unsure and don't be afraid to speak up if there's a better, safer and more environmentally positive way of doing something.



Be **passionate** about the welfare and safety of your colleagues, others you work with, and the communities and environment we work in.



We are **here to win**, for our business, our customers, the community and the environment. Making sure everyone finishes their day safe and well is a big win.



Be **resilient** in demanding safe and environmentally responsible working practices, at all times.

Each and every one of you has my support to stop working if you think it's not safe to continue or is putting our environment at risk. If you ever have questions, concerns or ideas to share, please speak up.

**Simon Mackenzie**  
Group Chief Executive  
Vector Limited



# CONTRACTING WITH VECTOR

## INTRODUCTION

This handbook has been developed to provide a minimum set of expectations for all contractors engaged in work on behalf of Vector or any of its subsidiaries. It outlines the responsibilities and requirements for meeting Vector's commitment to health, safety and environmental management.

The focus of this handbook is on the proactive management of risk and the prevention of incidents.

Compliance with the requirements of this handbook will support Vector and its contractors in fulfilling their health, safety and environmental obligations, including duties as a 'Person Conducting a Business or Undertaking' (PCBU).

The intent of this handbook is to ensure Vector's HSE expectations are communicated to contractors.

This handbook forms part of your contract with Vector. It is a requirement of your contract with Vector that you and all of your personnel comply with this handbook. By continuing to perform services for Vector, you are taken to have read, understood and agreed to comply with this handbook.



## VECTOR POLICIES

Vector has four key policies that underpin its health, safety and environmental culture - [Health and Safety](#), [Environment](#), [Process Safety](#) and [Drug & Alcohol](#).

## **CONTRACTOR RESPONSIBILITIES**

You are responsible for the health and safety of your workers and for ensuring they perform their day to day tasks safely. In addition, you are responsible for ensuring that no harm occurs to the environment resulting from your activities. You must read, become familiar with, and follow the contents of this handbook and consult with your Vector contact if you have any questions about the contents. The requirements detailed in this handbook represent Vector's minimum expectations and are intended to supplement, not replace, your own Health Safety and Environment programme. If Vector's minimum requirements differ from yours, the more stringent requirements should be followed.

Contractor workers must take reasonable care to ensure that what they do (or do not do), does not adversely affect the environment, health, or safety of other people including visitors to the workplace, customers or any public who could come into contact with a contractor's work activity.

## **OVERLAPPING PCBU DUTIES**

In many work assignments Vector and a contractor (PCBUs) must discharge the same (overlapping) duties. Arrangements to manage the risk associated with overlapping duties will be determined, implemented and monitored. Horizontal consultation, co-ordination and co-operation between the parties must take place. Some more complex overlapping duty situations may involve you, Vector and one or more other PCBUs. In these circumstances you may be required to initiate or participate in the horizontal consultation process with other PCBUs.

## **VECTOR EMPLOYEE OBLIGATIONS**

The following are key obligations for Vector employees regarding this handbook:

- review this handbook and understand its requirements
- ensure that contractors are aware of these expectations and a copy of this handbook is provided to contractors prior to signing a contract or starting any work
- ensure that all contractors working for Vector are meeting the expectations outlined in this handbook, through the monitoring activities.

## **BEFORE CONTRACTORS CAN START WORK FOR VECTOR**

Vector's primary objective is to ensure that we keep all our people and the public safe through the duration of our work and to minimise our impact on the environment. It is important that we take all reasonably practicable steps to achieve this objective. As such, all contractors and their workers and sub-contractors who perform work for or on behalf of Vector must:

- Have an HSE system that is compliant with current legislation and is appropriate to the size of the business and the nature of the risks and hazards arising from its work.

- Be actively using that system to identify hazards, assess the risk, and develop and implement controls to eliminate or minimise those risks.
- Report all incidents and injuries in a timely manner to both Vector and the relevant authorities.
- Investigate incidents, identify the causes and take corrective actions to ensure they don't happen again.
- Maintain a comprehensive register of HSE risks and of incidents and notifiable works.
- Make sure that all plant and equipment used by workers, contractors or sub-contractors is arranged, designed, constructed and maintained so that it is safe to use.
- Immediately stop unsafe work or where there is potential for harm to workers, the public or the environment.
- Develop procedures to deal with any foreseeable emergencies that may arise.
- Collaborate, consult and communicate with Vector and other PCBUs on shared health and safety matters.
- Provide information to workers and sub-contractors about where all necessary safety and environmental clothing, devices, equipment and materials are kept for normal work or for emergencies.
- Train all workers in safe working practices and arrange for a trained, full time, competent supervisor.
- When requested, provide Vector with an HSE plan detailing the work to be undertaken, the risks identified and the controls to be put in place to eliminate or mitigate the risk.
- Provide a safe and healthy working environment.
- Minimise all activities that could cause negative environmental impacts.

Depending on the nature of the work and the level of risk involved, contractors who are engaged by Vector or its subsidiaries will be required to undergo a prequalification and a pre-engagement process to ensure that their business meets or exceeds Vector standards.

The prequalification process is a continuous review process consisting of:

- An initial assessment of a contractor's capabilities (technical, financial, etc.) at the time of lodgement of an application.
- A two-yearly assessment via a renewal process.

Prequalification is done in accordance with the Contractor Prequalification Policy. Contractors engaged by Vector to provide services to, or on behalf of Vector will be prequalified and/or approved in accordance with this policy.

Pre-engagement activities will vary depending on the nature or the contract, assignment and/or task(s) involved. It will include at a minimum, the sharing of relevant information (horizontal consultation), pre-start checks of relevant certifications for workers (including sub-contractors) where relevant, agreement of any health, safety or environmental KPIs for the duration of the contract, and agreement on the level of monitoring required throughout the contract/assignment.

All contractors will be required to complete Vector inductions and/or site inductions as determined by the task being performed, or the site being visited. This includes inductions for general site visits, hot works, confined space, working at height, signing on to tailgates etc.

## DRUG AND ALCOHOL

It is our expectation that all contractors working on behalf of Vector will have processes in place to ensure that their workers and their sub-contractors are safe from the risks to safety, productivity and business reputation arising from individuals who are impaired by drugs & alcohol.

Vector requires its contractors to have in place processes for testing workers:-

1. Pre-Employment testing – depending on the level of risk associated with the works, Vector would expect the contractor to conduct pre-employment testing of its workers prior to commencing work.
2. Random Testing – Vector requires that the contractor have in place a random process to test workers without prior notification.
3. Justifiable Cause Testing – All contractors are required to test for drugs and/or alcohol where a worker is reasonably believed to be under the influence of drugs and/or alcohol at work.
4. Post Incident Testing – All contractors are required to have in place a procedure to test for drugs and alcohol after a workplace incident occurs that results in a notifiable event, or where the incident has a potential severity of “major” (e.g. serious near miss).

Should the contractor not have in place a Drug and Alcohol Policy that meets Vector requirements the contractor must comply with the Vector policy while they are undertaking work for Vector.

## LEGAL COMPLIANCE

Vector requires all contractors (as PCBUs) and their workers to be aware of their obligations under the Health and Safety at Work Act 2015 (HSWA), the Hazardous Substances and New Organisms Act 1996 (HSNO Act) and any associated health, safety or environmental regulations.

For Australia, the Work Health and Safety Act (NSW, Qld, SA, ACT), the OHS Act (Vic), the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 and the various state based Environmental Protection Legislation.

Contractors must ensure they fulfil their primary duty of care to ensure the health and safety of workers and others influenced by their work, and fulfil any environmental duties as required under law.

Vector requires all contractors to follow the appropriate industry guidelines, approved codes of practice and established best practices for all work undertaken on behalf of Vector or its subsidiaries.

## DOCUMENT AND DATA CONTROL AND RECORDS MANAGEMENT

Vector requires that any contractor undertaking work shall have in place a process for ensuring health, safety and environmental documents and data will be controlled and administered through procedures which ensure that information is authorised, up to date, complete and accessible to all users.





## **HSE LEADERSHIP AND ACCOUNTABILITY**

Vector is committed to ensuring that we always work safely no matter what the task or urgency. We expect that our contractors will:

- a) Provide a safe and healthy work place for all their workers and take reasonable care that the way they act does not adversely affect the health and safety of other people (including the public) or harm the environment.
- b) Ensure that health, safety and environmental considerations are part of all business decisions.
- c) Operate in a manner that ensures that all their workers are protected against hazards in the workplace.
- d) Support the safe and timely return to work of their injured or ill workers.

We require our contractors to:

- a) Understand their obligations under health, safety and environmental legislation and regulations.
- b) Have processes in place to monitor compliance with health, safety and environment legislation.
- c) Have credible, competent and qualified personnel who are responsible for health, safety and environmental compliance.
- d) Have a process in place to enable reporting of legal health, safety and environmental breaches and ensure that those breaches are managed in a timely, appropriate and consistent manner.
- e) Ensure that adequate resources are allocated to health, safety and environment matters.

# 1. Competence and Behaviour

All contractors undertaking work for Vector or its subsidiaries are required, as a minimum, to have processes in place that:

- a) Assess the qualifications and abilities of all their workers as part of their selection, appointment and ongoing assessment to ensure they meet specified health, safety and environmental job requirements.
- b) Provide appropriate and adequate training to workers to ensure they understand the requirements of the job.
- c) Ensure there is a clear understanding of the scope of work being undertaken, the related health, safety and environmental risks and the necessary controls, at all levels of their organisation.
- d) Ensure the required standards of health, safety and environmental behaviour are communicated and reinforced and that unacceptable behaviour is addressed in a timely, just, and fair manner.

All contractors working on or near Vector's gas and electrical assets and accessing restricted areas must hold the relevant work type competencies for the activities they are performing.

All contractors and sub-contractors are required to supply trained and competent staff to undertake work and must be able to provide evidence of training, qualifications and competence on request. This will form part of the Vector pre-engagement process. Contractor workers may be asked to supply a signed declaration of any competencies or certifications on request.

All training programmes conducted by the contractor related to hazardous works must have a documented method of assessing the level of competence attained (e.g. NZQA, AQF or other recognised equivalent qualification or an approved in-house assessment of competency).

Vector requires all contractors to provide sufficient and suitable personnel for supervision who will be suitably qualified, have the necessary experience and sufficient competency in HSE.

Vector may undertake to provide contractor training in internal HSE procedures e.g. permit to work. Contractors will ensure that their workers are available to undertake any training provided by Vector. Attainment of the required level of competency is a condition of engagement.

## Inductions

All contractors performing work for Vector or any of its subsidiaries will, as a minimum, have in place an induction process that:

- establishes acceptable safety behaviours
- establishes acceptable environmental behaviours
- ensures the contractor company HSE expectations are communicated to workers
- explains the emergency, first aid and incident reporting processes
- provides for local work area induction requirements
- maintains appropriate record keeping for all inductions
- communicates significant HSE risks associated with work activities.

## **2. Engagement, Participation and Consultation**

Vector requires its contractors to have in place internal and external communication processes that allow input from all groups on health and safety matters, including their workers, sub-contractors, community and government groups where relevant.

These processes should be appropriate for the size of the business and the risks encountered by workers during the performance of their tasks.

Effective communication processes assist in achieving excellence in workplace health, safety and environment by:

- Drawing on the combined skills, knowledge and experience of all workers in the business.
- Encouraging and supporting worker participation at all levels in the contractor's business including the development of systems, processes and procedures for controlling workplace hazards and risks.
- Encouraging learning for HSE representatives.
- Ensuring all HSE representatives are actively involved in meetings and the development/review of HSE management systems.
- Contributing to the increase of worker awareness of health and safety and environmental performance.

In addition, the contractor's processes should ensure that all relevant workers are properly represented in HSE matters and are provided with a reasonable opportunity to engage effectively to improve health, safety and the environment in their workplace.

Worker participation should be encouraged by the business and supported at all levels through the organisation including consultation on the development of HSE processes, competencies and procedures for controlling workplace hazards and risks.

Contractor's workers should be kept up to date and aware of HSE matters by their organisation. Depending on the size of the business, workers may be consulted through HSE representatives.

Any HSE representatives must be trained and informed on health, safety and environment matters and should be actively engaged, supporting a range of HSE meetings and activities.

## **3. Sub-contractor Management**

Vector requires all contractors undertaking work for Vector where they will engage other contractors, to have in place a comprehensive sub-contractor management procedure to the same standards as contained in this handbook. Implementation of this procedure is intended to ensure that the contractor evaluates, prior to engagement, their sub-contractor's health, safety and environmental capability and that these management processes are applied for the duration of any assignment.

The contractor must be able to comply with its health and safety duties using appropriate resources and processes and act in a cooperative and consultative manner with other duty holders engaged in work on, near, or in relation to the works/site. The contractor must require their sub-contractors to behave in the same manner.

These processes may be reviewed and monitored by Vector as part of our contractor HSE management process.

## 4. Emergency Management

All contractors performing work for Vector must have in place a robust emergency response plan that, as a minimum, considers all foreseeable emergencies that may arise while performing work for Vector.

Task/project specific Emergency Response Plans (ERP) may be required depending on the type of work and location. We will advise you if we require you to provide us with specific ERP's.

If contractors are working in an area that is controlled by a Vector emergency response plan, then all contractor workers must comply with Vector's emergency response plan requirements. Emergency arrangements will be provided to you as part of the pre-engagement or induction process.

Where a contractor has a duty to provide first-aid resources there must be evidence of an assessment which has been used to determine the level of resource required for each work assignment, including trained first-aiders and emergency response equipment and facilities.

## 5. Risk Management

Vector requires that all contractors have in place, as a minimum, processes for:

- a) Identifying health, safety and environmental hazards.
- b) Assessing the risks presented by those hazards.
- c) Putting in place controls to effectively manage the risks and control hazards, firstly by eliminating where reasonably practicable, then by minimising the risk following the hierarchy listed in:
  - Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, or
  - Work Health and Safety Regulations 2017 - Australia (General risk and workplace management)
- d) Monitoring and reviewing the effectiveness of the control measures.

These processes are illustrated in the chart below (*courtesy of WorkSafe New Zealand*)

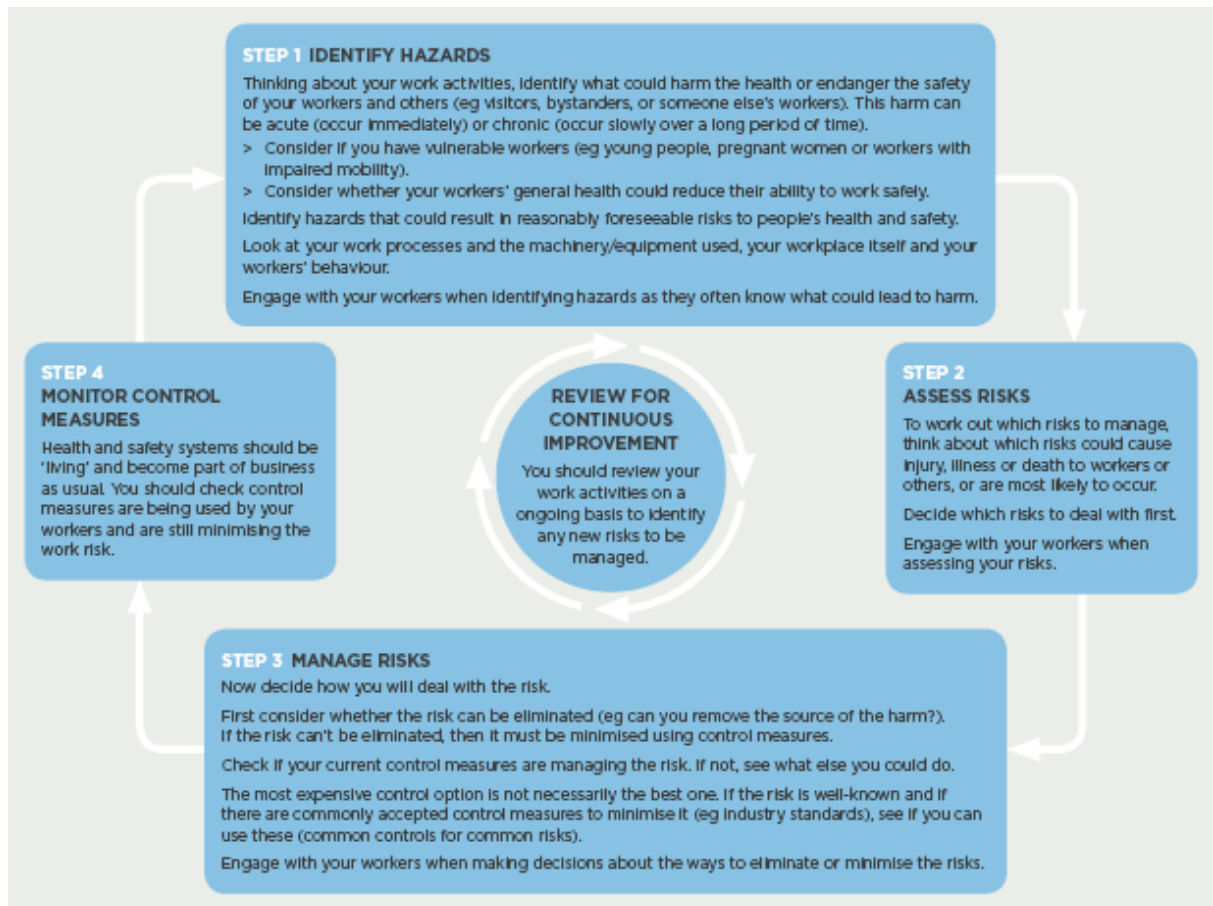
<https://worksafe.govt.nz/dmsdocument/886-general-risk-and-workplace-management-part-1>

and

<https://worksafe.govt.nz/dmsdocument/1960-general-risk-and-workplace-management-part-2>

From: SafeWork Australia

[https://www.safeworkaustralia.gov.au/system/files/documents/1901/code\\_of\\_practice\\_-\\_how\\_to\\_manage\\_work\\_health\\_and\\_safety\\_risks\\_1.pdf](https://www.safeworkaustralia.gov.au/system/files/documents/1901/code_of_practice_-_how_to_manage_work_health_and_safety_risks_1.pdf)



Vector will provide contractors with information and guidance regarding any known hazards and risks relating to its processes, assets, materials, plant or workplace.

The information supplied by Vector should be used as an input into the development of any Safe Systems of Work (SSoW) and the ongoing management of risks and hazards by the contractor.

## 5.1 HSE Management of Change

Contractors should have a process in place for the management of change (MOC). This process should include identification, assessment and management of all HSE risks associated with the change. Vector requires the contractor to consult and inform all relevant parties including Vector during the MOC process where the change may have a direct impact on Vector.

HSE risk must be considered on the impact of a change, as well as during the period of change implementation.

Contractors must establish that legal and regulatory compliance will be maintained throughout the change process.

Public safety will be fully considered in risk assessments and risk management at all stages of actual or proposed changes.



The types of change that a contractor must consider include:

- Processes
- Procedures
- Regulatory
- Organisational
- Technology
- Management systems
- Materials e.g. chemicals, components, products in process.
- Plant and equipment
- Vehicles and mobile equipment
- Assets - structure, componentry, maintenance, upgrading, replacement
- Practices

## **5.2 Confined Space**

Any contractor undertaking work for Vector that involves accessing or working in a confined space is expected to have in place a process that ensures the work is carried out in a safe manner and in line with AS2865:2009 Safe Working in a Confined Space. Contractors must monitor their compliance with the Confined Space permit and agreed safe systems of work during the entire work assignment.

Any person entering a confined space must hold a current NZQA confined space entry qualification and be deemed competent in confined space entry.

Vector has a unique asset in the Penrose to Hobson tunnel which has additional requirements. Contractors performing work in or around the tunnel should ensure they understand the requirements before commencing any work activities.

## **5.3 Personal Protective Equipment**

Vector requires all contractors to have in place a process for the selection identification, provision, issue, storage and maintenance of Personal Protective Equipment (PPE).

Vector has set minimum PPE requirements for certain working areas/tasks. Contractors must ensure they meet or exceed these minimum standards. If you are in any doubt about what the minimum Vector PPE requirements are, please contact your Vector Representative.

PPE should only be regarded as an additional control measure once a risk assessment has been performed to determine whether the identified hazard can be eliminated. If it is not practical or possible to eliminate the hazard then consideration must be given to other control measures which can reduce the risk to an acceptable level, such as substitution, isolation, engineering controls and administrative controls. Only after those have been considered should the provision of PPE be decided on as an additional control option.

## **5.4 Safe Work at Height**

It is a requirement that any contractor who is engaged in working at height has in place, as a

minimum, a process which meets or exceeds the Best Practice Guidelines for Working at Height in New Zealand as issued by the Ministry of Business, Innovation and Employment. It is expected that the hierarchy of fall protection defined in the guide is followed.

Vector requires that any work at height must:

- a) be eliminated if possible otherwise kept to a minimum;
- b) be properly planned;
- c) be appropriately supervised; and
- d) be carried out by someone who is trained, competent and able to complete the task safely.

## **5.5 Use of Hazardous and Non-hazardous Substances**

Any contractor undertaking work for or on behalf of Vector or its subsidiaries is expected to have in place processes that meet or exceed legislative requirements for the management of hazardous and non-hazardous substances.

Contractors must have spill kits readily available when handling hazardous substances or non-hazardous substances that could have an environmental impact.

All hazardous substances must be appropriately stored (i.e. banded secondary containment).

## **5.6 Fatigue Management**

Any contractor working for or on behalf of Vector must have a process in place that identifies and controls the risks associated with fatigue.

As a minimum the contractor must have conducted risk assessments which:

- a) identify the fatigue hazards
- b) consider who might be harmed and how; and
- c) evaluate the risks and decide on precautions.

Contractors must also:

- d) review findings and implements appropriate controls; and
- e) review the assessments and update if necessary.

## **5.7 Safety of Lone and/or Remote Workers**

Any contractor working for or on behalf of Vector must have a process in place that identifies and controls the risks associated with lone workers.

As a minimum, the contractor must have conducted risk assessments which:

- a) identify the lone worker hazards
- b) decide who might be harmed and how; and
- c) evaluate the risks and decide on precautions.

Contractors must also:

- d) record the findings and implements appropriate controls; and

- e) review the assessments and update when necessary.

## 5.8 Management of Asbestos and Synthetic Mineral Fibres

Vector requires contractors to have in place a process which ensures that any work carried out where asbestos or Synthetic Mineral Fibres (SMF) may be present, is performed in a safe and environmentally sound manner by competent and trained people. Work carried out where asbestos or SMF is present must be performed in line with the Health and Safety at Work Act 2015 (HSWA) and the Health and Safety at Work (Asbestos) Regulations 2016 and should be read in conjunction with the [new legislation and guidance material](#) on the WorkSafe NZ website.

For Australia, Work Health and Safety Regulation (Chapter 8 Asbestos), Code of Practice “How to manage and control asbestos in the workplace” and Code of Practice “How to safely remove asbestos”

Vector has established asbestos registers for all sites which will be provided to contractors as required and can be requested at any time.

## 6 Incident Management

Vector requires all contractors to:

- a) Report all incidents that occur during the course of works being performed for, or on behalf of Vector in a timely manner. Reporting requirements will be provided to you as part of the pre-engagement process.
- b) Ensure that sufficient information about each incident is disclosed to enable Vector to comply with its health and safety obligations.
- c) Implement any corrective actions identified through the investigation process.

It is a requirement that all contractors working for, or on behalf of Vector have in place a procedure for the accurate reporting of health, safety and environmental regulatory compliance incidents.

The procedure shall ensure the reporting of notifiable events and/or other incidents that result in significant property damage or injury to, or involving contractor staff (including sub-contractors), Vector staff, or members of the public to the appropriate statutory authorities.

**Definition of Significant Property Damage:** *Damage to property that is greater than superficial, so that the property is either damaged beyond repair and requires removal or demolition, or else requires substantial repair or reconstruction in order to restore it to a habitable usable or operable condition as appropriate.*

### 6.2 Incident Investigation

Vector requires all contractors to have a consistent and robust approach to incident investigation. A process should be in place to investigate incidents and near misses based on their potential severity, which uses formal documented analysis tools to establish root cause.

It is important that findings are analysed to determine whether improvements to practices, standards, procedures or management systems are warranted.

Contractors are responsible for:

- a) conducting investigations in a thorough and professional manner
- b) cooperating with any Vector employee who is assigned to support a contractor investigation
- c) participating in a joint investigation if Vector decides that process is necessary
- d) ensure that investigations are undertaken by competent persons

### **6.3 Safety Alerts and Lessons Learned**

Vector requires contractors to have a procedure in place to ensure information regarding safety, health and environmental incidents are communicated to all workers (including sub-contractor workers). The intent is to ensure all contractor workers will review the Safety Alerts and Lessons Learned, deploy the relevant information and take advantage of the learning opportunities when incidents occur.

### **6.4 Notifiable/High Risk Work**

All contractors undertaking work on behalf of Vector or its subsidiaries must have a procedure in place that satisfies the notification requirements for notifiable work as prescribed by HSWA and associated regulations.

For any regulator classified High Risk Work in Australia, completed and signed Safe Work Method Statements, evidence of personnel training, qualification and competency and licencing (where required) must be provided and approved by Vector prior to any work commencing.

### **6.5 Regulator Reporting and Notification**

All contractors undertaking work on behalf of Vector must have processes in place to ensure compliance to their legal obligations for reporting 'Notifiable Events' as defined by the HSWA and associated regulations.

Any notifiable events occurring during the course of work for Vector must be reported immediately to the appropriate authorities and to your Vector contact.

Where Vector believes that a contractor event meets the threshold for notification, and the contractor does not believe this to be the case, the Vector Group HSE Manager will make a formal notification to the regulator and will advise the contractor that this is the case.

## **7 Audits, Reviews and Performance Reporting**

Vector requires all contractors to have procedures in place that ensure their health, safety and environmental performance and systems are monitored, audited and reviewed to identify trends, measure progress, assess conformance and drive continual improvement. The level and

complexity of monitoring and auditing will be relevant to the size and nature of the contractor business.

All contractors are required to provide Vector with regular reporting of hours worked, injuries, incidents and near miss statistics during the course of works being undertaken for or on behalf of Vector.

Contractors may also be required to regularly report on drug and alcohol testing. If this is the case, contractors will be advised in advance.

## **8 Asset Safety**

As far as contractors have a duty as a PCBU in regard to an asset that is included in a work assignment for Vector; Vector requires contractors to have process in place to ensure the ability of an asset to perform its required functions without causing harm throughout the asset lifecycle.

Assets includes consideration of all contractor owned plant, property, vehicles, structures, materials, equipment, and machinery and leased assets, to the extent that the contractor has a duty as a PCBU.

Contractors must have processes in place which include an asset register for owned or leased assets.

## **9 Safe System of Work (SSoW) and Permit to Work**

Dependent on the work to be performed, Vector may require a detailed SSoW. At a minimum, contractors must consider the work type and risks to produce an SSoW (even if we do not require it).

Procedures or processes that detail how tasks are to be performed are an important component of a contractor's safe system of work and should be in place for all routine work. Relevant hazard and hazard control information should also be used as an input to develop these processes or procedures. Processes and procedures may be in the form of Standard Operating Procedures (SOP's), Work Instructions (WI), Job Safety Analysis (JSA) and/or Safe Working Method Statements (SWMS).

Where necessary, Vector requires contractors to have a Permit to Work (PTW) process in place. The contractor must ensure that a competent person operates the PTW process. Competency can be achieved through obtaining NZQA or AQF qualifications or other recognised equivalent qualification or an approved in-house assessment of competency.

There may be circumstances where you are required to work under Vector permit processes e.g. close approach consents.

## **10 Environmental Controls**



Contractors are expected to have processes in place that consider environmental compliance requirements, including identification, management and monitoring of those requirements. The process should also include identifying any environmental aspects and associated impacts in line with the requirements described in ISO 14001.

Any environmental incidents that occur during the course of Vector work must be promptly reported to your Vector contact.

Vector has protocols on accidental discovery. In the event of any discovery, or suspected discovery of: archaeological material (pre-1900); human remains; fossils; lava caves; cultural / heritage artefacts; or contaminated land, stop work immediately and speak with your Vector contact for further advice.

## **11 De-energised Work and Isolations**

Contractors must have a formalised approach to work that they conduct live and work that is undertaken when de-energised. This must include details on the methods and process for isolation. If requested, this formalised approach must be provided to Vector for approval.

Contractors must not undertake any live work on Vector assets without prior approval.

## **12 Safety in Design**

If relevant to the type of work being undertaken on behalf of Vector, contractors are expected to have in place procedures to ensure, so far as is reasonably practicable, that all measures are taken during engineering design to avoid injury and ill health to those who construct, operate, maintain, decommission or demolish.

As a guide, Vector's Safety in Design (SiD) process is built around five main principles which we encourage all contractors to align to:

1. persons with control of the design should promote health and safety at source;
2. eliminate risks as early as possible in the design lifecycle;
3. apply systematic risk management techniques;
4. demonstrate and use safe design knowledge and capability; and
5. transfer the safe design information to other projects.

## Document Control

<b>Document Author</b>		
Document Owner	Rex Middelbeek	Group Manager, HSE
Reviewed By:	Senior HSE Partners	
Document Approver:	Rex Middelbeek	Group Manager, HSE
Date for next review	May 2022	

<b>Approved Versions</b>	<b>Date</b>	<b>Revision Notes</b>
1.0	06/01/2017	First issue
2.0	20/05/2019	Review date pushed out to 2020 due to extensive updates required to handbook.
3.0	May 2020	Full review including additions of overlapping duties, asset safety, environmental controls, de-energised work & isolations. Expanded section on HSE Management of Change. Rebranded with new logo. Removed the acknowledgement page and replaced with a new paragraph in the <b>Introduction</b> section.
4.0		